

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Parks Supervisor	Job Family: III
General Classification: Professional	Job Grade: 19

Definition: To organize, monitor and supervise a specified section of the Parks Division within the Community Services Department; to perform a variety of technical tasks relative to parks maintenance; and to provide technical assistance to other Parks Division personnel.

Distinguishing Characteristics: Receives general direction from the Senior Parks Supervisor. Exercises direct supervision over assigned technical and maintenance staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Organizes, assigns, supervises and reviews the work of assigned staff involved in parks, landscape medians and sidewalk/curb maintenance activities in City-owned parks, Civic Center plaza, and urban center areas.
2. Monitors operations and activities of parks and landscape maintenance; recommends improvements and modifications; prepares various reports on operations and activities.
3. Participates in budget preparation; prepares cost estimates; submits justifications for equipment; assists in preparing and monitoring sectional parks services budget.
4. Coordinates work with and provides staff support to other divisions or departments for special events or as necessary.
5. Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement.
6. Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.
7. Provides technical assistance to crews.
8. Coordinates with contractors in providing contract services, including arranging and conducting prebid conferences, developing contract specifications and monitoring contract services.

9. Performs other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of parks and landscape maintenance; common and biological names, qualities and characteristics of trees, flowers, shrubs, grasses and other plants found in the local area and conditions affecting such vegetation; equipment, tools and materials used in park maintenance activities and services; principles of supervision and training; principles and practices of safety management; pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct parks and/or landscape maintenance operations and activities; interpret and explain pertinent departmental policies and procedures; develop cost estimates for outside contracts (i.e., labor, supplies and equipment); perform the most complex maintenance duties and operate related equipment, as necessary; demonstrate tact and diplomacy with the public; develop and recommend systems and procedures related to park operations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; supervise, train and evaluate assigned staff; operate departmental computer hardware and related software applications.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to three years of increasingly responsible park and/or landscape maintenance experience, including some lead supervisory experience, and completion of an Associate degree in horticulture, landscape design or a related course of study.

Required Licenses or Certificates: Possession of a valid California Class C driver's license. Possession of a California Pest Control Advisor's Certificate may be required.

Established October 1991

Revised

CLASS SPECS

CS032-P^